

TULALIP TRIBES – QUIL CEDA VILLAGE

CLASS TITLE: Enterprise Accountant – Government Entity

POSITION NUMBER: QCV 002-10

EMPLOYEE CLASSIFICATION: Exempt

TRIBAL DEPARTMENT: Finance

EMPLOYEE REPORTS TO: Executive Financial Officer

BASIC FUNCTIONS: Candidate is responsible for overseeing the general accounting and financial reporting functions for the non-gaming enterprises of the Tulalip Tribes. The position will oversee respective financial services areas including specific management of inventory and property management, gross margin analysis, A/R, A/P, Tax Reporting and associated internal controls.

He or she is responsible for implementing and maintaining a system of internal controls that will ensure that company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies, US GAAP (GASB and FASB). Person is also responsible for coordinating the annual audit function and applicable audit schedules in a timely manner for the Enterprise activity of the Tulalip Tribes.

REPRESENTATIVE DUTIES:

- Responsible to ensure that financial reporting is integrated with business objectives and monitoring functions of the Board
- Oversees the general accounting functions, which includes inter-company accounting, cash management/reconciliation, inventory and property management, financial reporting, balance sheet management, tax oversight and review of vendor contracts and financial relationships.
- Accountable for ensuring that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected.
- Coordinates and oversees the activities relative to internal controls documentation and testing and segregation of duties.
- Provides technical accounting GAAP guidance and support to all company entities. As times, this may include involvement in due diligence and other activities surrounding acquisitions/dispositions.
- Responsible for proper timing and application of revenue recognition rules.
- Ensures that company financial records, under responsibility, are maintained in compliance with company policies and US GAAP.
- Responsible for reviewing monthly/quarterly account reconciliations and other documents to ensure this compliance.
- Ensures that company financial reports are prepared in compliance with policies and Board directives and US GAAP
- Supervises the financial collection and remittance of tribal sales, cigarette and fuel taxes in accordance with applicable tribal and state compacts and related agreements.
- Supervises the proper maintenance of insurance reports and other reports necessary for insuring protection of capital related asset interests
- Ensures that the enterprise computer systems continue to operate as required (financial reporting [general ledgers], point of sales and inventory management, billing and collections). Involved in validating/designing suggested changes to ensure accounting requirements continue to be met.
- Coordinates work related to both internal and external audits in the periodic review of the company financial records. Is further responsible for the implementation of agreed upon recommendations, related to areas of responsibility, resulting from the audit findings
- Ensures that the accounting department is staffed with qualified financial personnel capable of meeting the objectives and responsibilities, noted above.

- Responsible for continued development of these associates.
- Will have direct management responsibility of the following: General Accountants, Inventory Management, Accounts Payable/Billing Supervisor

EDUCATION AND EXPERIENCE: Undergraduate Degree in accounting plus CPA certification

LICENSES AND OTHER REQUIREMENTS:

- 5 – 10 years of combined Public Accounting and Private Industry accounting experience within a multifaceted business.
- Prior management experience required.
- Demonstrated ability to form, lead and develop high-performing teams.
- Ability to work collaboratively across departmental functions.
- Experience in analyzing business performance and developing financial plans within a retail and customer service environment desirable.
- Strong knowledge of US GAAP, internal controls and financial reporting required.
- Excellent communication leadership skills are mandatory.

PAY RANGE: DOE

OPENING DATE: January 13, 2010

CLOSING DATE: OPEN UNTIL FILLED